

Rhode Island Commerce Corporation

Request for Proposals For Equipment Rental and Related Services for the 2015 Volvo Ocean Race Stopover Newport

**Request for Proposal
Equipment Rental and Related Services
Closing Date & Time:
February 26, 2015; 2:00 PM**

Solicitation Schedule

RFP Issued	February 12, 2015
Deadline for Questions	February 18, 2015
Questions Posted	February 19, 2015
Sealed Proposals Due to Commerce RI	February 26, 2015
Sealed bid Opening at Commerce RI	February 26, 2015

Commerce RI may modify this schedule. Notification of changes in the response due date would be posted on the Commerce RI website or as otherwise stated.

Section 1: Introduction

The Rhode Island Commerce Corporation (Commerce RI) is soliciting proposals from qualified firms to assist SailNewport, DEM and Commerce RI by providing equipment rental and related services to assist in the planning, coordination and management of the Volvo Ocean Race Newport Stopover. This is a Request for Proposal. Period of performance will be April 20–May 22, 2015.

Section 2: Background

In 2013, Sail Newport with support from the State of Rhode Island was awarded the opportunity to host the North American Stopover for the 2014-15 Volvo Ocean race (VOR) at Ft. Adams State Park in Newport. The public aspect of VOR will be held at Ft. Adams State Park in Newport, RI from May 5, 2015 through May 17th. Over the twelve day event, it is expected that approx. 50,000 people may visit the event village. Seven international teams will compete in 65 foot monohulls. The Rhode Island Commerce Corporation (Commerce RI), the Rhode Island Department of Environmental Management (DEM), the Rhode Island Department of Administration (RIDOA) and SailNewport will be undertaking the various operational activities required to ensure a successful event for both participants and spectators is realized.

Section 3: Scope of Work

The successful bidder will provide equipment rental and related services from approximately April 20th to May 22th. Commerce RI is seeking to make a single award for all equipment listed in the following scope of work.

Successful bidder will deliver, install and maintain the equipment for the period of April 20-May 22, 2015.

1. **Pre-event activities (April 15-May 4)** - Coordinate with VOR key staff (DEM, SailNewport and Commerce RI) to ensure that all equipment will be delivered and installed by the designated date and time.
2. **Build out (April 15-May 4)** - Coordinate with VOR key staff to ensure that all equipment (i.e. fencing and tents) are in the proper place and all other equipment is in proper working order adhering to all fire code and buildings codes.
3. **Event (May 5-17)** - Maintain a presence on site and/or the ability to get to the site within one (1) hour in the event that equipment needs replacement or additional pieces are required.
4. **Post Event (May 18-22)** - Coordinate with VOR key staff to ensure that equipment is returned on schedule as determined in the contract.
5. **Daily hours: 8am-8pm** – Every effort should be made for all maintenance and/or repairs to equipment be done prior to event village opening or after event village closes. Emergency repairs are excluded.
6. Every effort should be made to obtain Volvo equipment.
7. If needed, DEM may provide space in the Mule Barn at Ft. Adams to store equipment, etc.
8. Commerce is seeking to rent the following equipment:

➤ <u>Forklift:</u> (1) 3 ton counter-balance and fully functioning forklift with adjustable forks	April 20-May 21
➤ <u>Forklift:</u> (1) 5 ton counter-balance and fully functioning forklift with adjustable forks	April 20-May 21
➤ <u>Portable lighting</u> (2) 2000 Watt versatile and portable light tower	April 20-May 21
➤ <u>Portable lighting</u> (5) 6000 watt towable tower lights	April 20-May 21
➤ <u>Gator:</u> (1) gator or similar all purpose vehicle	April 20-May 21
➤ <u>Golf Carts:</u> (6) Golf carts	April 20-May 21
➤ <u>Temporary Fencing & Installation:</u> 1650 feet bike rack barricade fencing	May 1-May 17
➤ <u>Temporary Fencing & Installation:</u> 500 feet of Heras fencing	April 20-May 21
➤ <u>Temporary Fencing & Installation:</u> 500 feet of Heras fencing	May 1-May 21
➤ <u>Temporary Fencing & Installation:</u> 600 feet of white picket fencing	May 4 - 17
➤ <u>Tent:</u> one (1) 50' x 100' clearspan/Navi-trac tent (one clear side, three white sides)*	May 4 - 17
➤ <u>Tent:</u> one (1) 40' x 60' clearspan/Navi-trac tents (four clear sides; heated)	May 4 - 17
➤ <u>Tent:</u> one (1) 40' x 60' frame tent (two clear sides, two white sides; heated)	April 25 - May 19
➤ <u>Tent:</u> two (2) 20' x 20' frame tent (four white sides; heated)	April 25 - May 19
➤ <u>Tent:</u> one (1) 30' x 40' frame tent (four white sides; heated)	TBD

*Level flooring throughout

The successful bidder will coordinate with public safety officials to ensure the site is maintained in a manner to ensure a safe event and that fire lanes remain clear and passable. They will work with RIDEM and Park Management to ensure RIDEM's requirements related to maintenance and grounds keeping of the Ft. Adams park facility are met.

The successful bidder will work under the supervision of a VOR Newport official (DEM, SailNewport or Commerce RI) at all times.

Section 4: Response Specifics

1. Proposal Submission should include the following:
 - a. A description of the company's experience providing services to support events of this type in Rhode Island.
 - b. An overview of staffing plan including a schedule of shifts during different phases of the event (pre-event April 20-May 4, event May 5-17 and post-event May 18-22).
 - c. A list of recent references from clients/customers
 - d. A detailed budget breakdown of all equipment listed in section 3 and an hourly rate for staffing for each phase of the event.
 - e. Currently there are an unknown number of evening events being planned that may require additional equipment. In the case of evening events, equipment rental and services would be billed to the organization hosting the evening events.
2. Insurance: Bidders must submit a current Certificate of Insurance for evaluation of coverage provided. Requests for additional insurance may be made by the RI Commerce Corp. of the selected Firm. Bidders must also supply evidence for their ability to provide workers comp insurance.
3. The successful bidder will submit to Commerce RI a list of all employees for security and credentialing purposes and each employee may have to provide a background check (<http://www.riag.ri.gov/BCI/index.php#>).

Section 5: Notifications

1. Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy – (a)Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
2. In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the RI Secretary of State (401-222-3040). This is a requirement only of the successful bidder.
3. Reimbursement for expenses for travel, lodging, meals are not allowed.
4. Responses shall be concisely written and the response letter shall be signed by an authorized signing officer of the respondent, and shall indicate name, title, and contact information.

Section 6: Evaluation and rating of RFP's

The submitted RFP's will be reviewed and rated by a team of 3-5 raters based on the following criteria:

1. Experience with similar projects and Capacity to delivery services
2. Quality of proposal (Clearly written, addresses all requested areas for the RFP)
3. Ability to secure all equipment needed.
4. Total Price including equipment and staffing.

Section7: Administration

Questions & Answers:

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to Sherri Carrera at scarrera@commerceri.com no later than 4:30pm on **Wednesday February 18, 2015**.

Responses to questions, interpretations, or clarifications concerning this RFP will be posted online at www.commerceri.com and www.purchasing.ri.gov by **Thursday February 19, 2015** to ensure equal awareness of important facts and details.

Deadline for submissions:

Bids shall contain six printed copies and one electronic copy and must be in a sealed envelope clearly marked with project title. All sealed bids must be delivered to the Commerce RI to be stamped "received" no later than **2:00 PM on February 26, 2015** at the following address:

Rhode Island Commerce Corporation
Attn: Equipment Rental and related services RFP
315 Iron Horse Way, Suite 101
Providence, RI 02908

All documents submitted in response to this bid proposal are public pursuant to Chapter 38-2 and will be available for public inspection upon opening of the bids. All sealed bids will be opened **Thursday February 26, 2015** at the offices of the Commerce RI at the address above. The burden to identify and withhold from the public copy is released at the bid opening any trade secrets, commercial or financial information, or other information the bidder deems not subject to public disclosure pursuant to chapter 38-2, the Access to Public Records Act, shall rest with the bidder submitting the bid proposal.

Final contract will not be awarded at the opening of the bids.